



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001**

MCO 5060.18
ACMC
18 Sep 90

MARINE CORPS ORDER 5060.18

From: Commandant of the Marine Corps
To: Distribution List

Subj: PLANNING AND CONDUCTING THE ANNUAL MARINE CORPS WAR
MEMORIAL CEREMONY

Ref: (a) MARCORMAN, par. 1400.2

Encl: (1) Functional Guide for Planning and Conducting the
Annual Marine Corps War Memorial Ceremony

1. Purpose. To publish guidance for planning and conducting an annual memorial ceremony at the Marine Corps War Memorial.

2. Cancellation. HQO 5060.2F.

3. Background

a. The reference requires that all Marine Corps activities provide for suitable observance of the Marine Corps Birthday on 10 November. It also provides that when 10 November falls on a Sunday, the Marine Corps Birthday will be celebrated on the preceding Saturday, 9 November.

b. As part of the birthday observance, this Headquarters will conduct a memorial ceremony at the Marine Corps War Memorial, Arlington, Virginia, on the Marine Corps Birthday or on 9 November, as appropriate.

4. Information

a. Planning for the Annual Marine Corps War Memorial ceremony is accomplished by the establishment of an ad hoc committee under the direction of the Commanding Officer, Marine Barracks, Washington, DC.

b. Planning guidance for the ad hoc committee and the responsibilities of staff agencies of the Headquarters and other participating Marine Corps commands are set forth in the enclosure.

5. Action

a. The Commanding Officer, Marine Barracks, Washington, DC, will act as the ceremony director and will initiate action commencing 1 September of each year to plan and conduct the memorial ceremony. The Commanding Officer will also provide appropriate troops as required for the conduct of the ceremony.

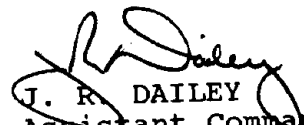
b. The Director of Public Affair will designate a representative to serve on the ad hoc planning committee and will schedule the United States Marine Band to participate in rehearsals and the ceremony as required by the ceremony director.

c. The Director of Administration and Resource Management will provide administrative support for the memorial ceremony and will designate a representative to serve on the ad hoc planning committee.

d. The Chaplain, U.S. Marine Corps will participate in the planning of the memorial ceremony to the extent necessary to ensure appropriate religious observance.

e. The Aide-de-Camp to the Commandant will provide information as indicated in the enclosure and other planning information as may be required by the ceremony director.

f. The Commanding Officer, Headquarters Battalion will provide the support required in the enclosure but will not designate a representative to serve on the ad hoc planning committee.


J. R. DAILEY
Assistant Commandant
of the Marine Corps

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FUNCTIONAL GUIDE FOR PLANNING & CONDUCTING THE ANNUAL MARINE CORPS WAR MEMORIAL CEREMONY		COMMANDING OFFICER MARBKS 8TH & I	DIRECTOR OF ADMINISTRATION AND RESOURCE MANAGEMENT	DIRECTOR OF PUBLIC AFFAIRS	THE CHAPLAIN, U.S. MARINE CORPS	AIDE-DE-CAMP TO CMC	SECRETARY OF THE GENERAL STAFF	COMMANDING OFFICER HQBN HOMC
LEGEND: A = ACTION R = RECIPIENT OF COMPLETED ACTION C = COORDINATION REQUIRED								
FUNCTION								
1.	BRIEF CEREMONY DIRECTOR	R	C	C	C	A		
2.	RESERVE WAR MEMORIAL & GROUNDS	A						
3.	ARRANGE FOR SPECTATOR PARKING	A						
4.	REQUEST CHAIRS FOR SPECTATOR SEATING	A						
5.	CONDUCT ON-SITE SURVEY	A						
6.	REQUEST NEWS RELEASE IN "NEWSLETTER FOR RET MAR"	A						
7.	PROVIDE NAME OF HONORED GUEST	R	R	R		A		
8.	DEVELOP PROGRAM LAYOUT & BIOGRAPHY OF HONORED GUEST	R	R	A		R		
9.	DESIGN PROGRAM LAYOUT & CONVERT INTO CAMERA READY ARTWORK		A	R				
10.	PRINT PROGRAMS & SPECIAL PARKING PERMITS	R	A	R		R		
11.	PUBLISH MCBUL		A				C	
12.	INVITE DISTINGUISHED GUESTS	C	C			A		
13.	INVITE ALL GENERAL OFFICERS IN WASHDC AREA	C	C			A		
14.	DISTRIBUTE CEREMONY PROGRAMS	A	C	R		C		
15.	DISTRIBUTE PARKING PERMITS	C				A		
16.	PROVIDE LIST OF DISTINGUISHED GUESTS	R	R	R		A		
17.	DESIGNATE AND BRIEF ESCORT OFFICERS	A						
18.	PROVIDE BUS TRANSPORTATION FOR SPECTATORS	C	C					A
19.	DELIVER BRIEFING FOLDER TO CMC AND ACMC	A						
20.	PROVIDE OIC FOR TRAFFIC CONTROL & KEY PERSONNEL	A						
21.	PROVIDE ADDITIONAL TRAFFIC CONTROL PERSONNEL	A						
22.	PROVIDE SEATING ARRANGE- MENT FOR REVIEWING STAND	R				A		
23.	DESIGNATE RESERVED SEATING AREA	A						
24.	PROVIDE USHERS	A						
25.	PROVIDE AMBULANCE & MEDICAL PERSONNEL	A						
26.	PROVIDE CHAIRS & STANCHIONS FOR REVIEWING STAND	A						
27.	PROVIDE SIGNS AS REQUIRED	A	C					
28.	CONDUCT REHEARSAL	A		C	C			
29.	PROVIDE PRIMARY PUBLIC ADDRESS SYSTEM	A						
30.	PROVIDE ALTERNATE PUBLIC ADDRESS SYSTEM	A						
31.	PROVIDE MEMORIAL WREATH & WREATH BEARER	A						
32.	PROVIDE DECISION TO CANCEL DUE TO INCLEMENT WEATHER	R	R	R	R	C	A	
33.	PROVIDE STILL PHOTO COVERAGE		A					
34.	CONDUCT INCLEMENT WEATHER CEREMONY IF REQUIRED	A						
35.	CONDUCT CEREMONIAL PARADE	A		C	C			
36.	CONDUCT DEBRIEFING	A	C	C	C	C	C	

ENCLOSURE (1)

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